

SECTION C – APPLICATION GUIDANCE

This document summarizes how to complete and submit an application for the Alameda County Lifeline Transportation Program. Also, please refer to the Lifeline Transportation Program Guidelines for more details about the overall program. This guidance includes the requirements for the Lifeline Transportation Program and the following three fund sources that will be used to fund the program:

- State Transit Assistance Fund (STA)
- Congestion Mitigation and Air Quality Funds (CMAQ)
- Job Access and Reverse Commute Funds (JARC)

HOW DO I SUBMIT AN APPLICATION?

All application materials can be downloaded from the internet at the below websites. Detailed program information for each funding source and other applicable resources are also at these websites.

www.accma.ca.gov/pages/funding.shtml
www.actia2022.com

The applications are due Friday, April 28, 2005 at 3:00 p.m.

Submit your application to:

Alameda County Congestion Management Agency
Attn: Diane Stark, Senior Transportation Planner
1333 Broadway, Suite 220
Oakland, CA 94612
Email: dstark@accma.ca.gov

Submit ten (10) complete hard copies of your application AND an electronic version.

Hard copies: Each application must be loose leaf (not bound) and easily reproducible in black and white.

Electronic Version: Submit an electronic version of all MS Word and MS Excel files. Maps and .pdf files do not need to be submitted electronically. Clearly name each file.

Applications may be hand-delivered or mailed. Faxed applications and late applications will not be accepted.

HOW DO I FIND OUT MORE INFORMATION ABOUT EACH FUNDING SOURCE?

For detailed information about each funding program, including all procedures and requirements, please review the following resources, also available at the websites listed on the following page:

- JARC funding requirements: http://www.fta.dot.gov/legal/federal_register/2002/278_1479_ENG_HTML.htm
- STA Guidelines: <http://www.dot.ca.gov/hq/MassTrans/tdareg.htm>
- CMAQ Program Guidance: <http://www.fhwa.dot.gov/environment/cmaq99gd.pdf>

WHO MAY APPLY?

Public agencies, including transit agencies, county social service agencies and cities and counties, are eligible applicants. Non-profit entities may also be eligible applicants of funds, or may partner with public agencies to implement a joint project. It is strongly recommended that a sponsoring agency or other public entity already be a designated recipient of federal transportation funds. Private for-profit entities are not eligible to receive Lifeline Transportation Program funds. An eligible project sponsor must be identified at the time that the project application for funding is submitted.

See below for fund-specific information.

JARC: Local agencies and authorities and private non-profit organizations are eligible to apply for JARC Program funds. Local agencies and authorities include local governments, metropolitan planning organizations, and public transit agencies.

STA: Cities, counties and transit districts are eligible to apply for STA funds.

CMAQ: Public agencies are eligible to apply for CMAQ funds. Public agencies can create a legal agreement with a private or non-profit entity.

Local: In some cases, it may be possible for the CMA or ACTIA to exchange STA or CMAQ funds for local, more flexible sources of funds in order to fund some projects that would not otherwise be eligible. Such arrangements are encouraged by MTC, who is overseeing the Bay Area Lifeline Transportation Program, in order to fund a wide range of projects. MTC will also help facilitate, to the extent possible, “swaps” among the counties with existing fund sources, as necessary.

WHAT TYPES OF PROJECTS AND PROGRAMS ARE ELIGIBLE FOR FUNDING?

The following table includes some of the major eligible project/program types. For additional information, including additional eligible projects/programs, consult the funding source program guidelines or contact Therese Knudsen at MTC by e-mailing tknudsen@mtc.ca.gov or calling 510.817.5767.

Potential Project	JARC (Employment Related)	STA	CMAQ (Air Quality Related)
New Fixed Route	Yes	Yes	Yes—must demonstrate air quality benefits, limited to 3 years
Service Expansion	Yes	Yes	Yes—must demonstrate air quality benefits, limited to 3 years
Restore previously discontinued fixed route service	Yes	Yes	No
New Bike Path	Yes	No	Yes
Pedestrian improvements	Yes	No	Yes
Purchase public transit vehicles	Yes	Yes	Yes, if for new service
Purchase of vehicles for use by entity other than public transit provider (vans, buses)	Yes, if otherwise eligible recipient of JARC funds	Yes, if available for use by general public	No
Fund auto loans, auto education programs, auto repair programs	Yes	No	No
New shuttle service	Yes	Yes, if available for use by general public	Yes
Taxi voucher/Guaranteed ride home programs	Yes	Yes, if available for use by general public	No
Carpool/vanpool programs	Yes	No	Yes
Purchase of technology (i.e. GPS, other ITS applications)	Yes	Yes	Yes
Purchase of other capital projects such as bus benches, shelters	Yes	Yes	Yes
Mobility Manager (staff to coordinate social service transportation programs)	Yes	No	Possibly
Transit Subsidy	May be used for purchase of transit vouchers by appropriate agencies for welfare recipients and low-income individuals, May not be used to fund purchase of individual transit passes	Limited application subject to statutory requirements.	If part of “Spare the Air” Campaign

All projects and programs should be located in Alameda County. If a project/program extends beyond the limits of Alameda County, other funds may be required to implement that portion of the project/program.

Additional Eligibility Information on JARC:

Eligible Projects: JARC grants may finance capital projects and operating costs of equipment, facilities, and associated capital maintenance items related to providing access to jobs; promote use of transit by workers with nontraditional work schedules; promote use by appropriate agencies of transit vouchers for welfare recipients and eligible low income individuals; and promote use of employer-provided transportation including the transit pass benefit program. Demand responsive or guaranteed ride home programs may also be funded.

JARC funds may be used for continuation of previously funded JARC projects.

Ineligible projects: JARC funds may not be used for planning or coordination of activities. While marketing and promotion of transit pass programs are eligible expenses, JARC funds may not be used for funding individual transit passes. Nor is the construction of child care centers and other employment support facilities at transit hubs eligible for JARC funds.

Additional Information on CMAQ:

Eligible Projects: Lifeline Program projects eligible for CMAQ funds must demonstrate that they will result in reduced air emissions and will be sustainable beyond the grant period. Operating assistance includes all costs related to ongoing provision of new transportation service that will benefit low-income areas, including, but not limited to, labor, administrative costs and maintenance. Operating assistance is limited to new transit services and new or expanded transportation demand management strategies. Operating assistance is limited to three years.

CMAQ funds may be used to subsidize regular transit fares, but only if the reduced or free fare is part of an overall program for preventing exceedances of a national air quality standard during periods of high pollutant levels.

Capital projects can be funded for establishment of new or expanded transportation projects that help reduce emissions and benefit low-income persons. Construction of bicycle and pedestrian facilities may be funded if they are located in low-income areas.

Ineligible programs: Routine maintenance of existing highways and transit facilities are ineligible projects for CMAQ funds. Projects that do not result in

reduced air emissions. Ongoing projects (unless they are an expansion of a previously funded transportation demand management strategy).

Additional Information on STA:

Eligible Projects: STA funds may be used for public transportation purposes, and may be used either for capital or operating expenses.

Examples of projects that may be funded with STA funds include new or expanded fixed route services, shuttle or vanpool services, or children's transportation programs. Auto-related projects are not eligible to be funded with STA funds. STA funds can be used for new projects, or to continue existing projects currently funded with STA funds.

Ineligible Projects/Programs for all funding sources include:

- Routine maintenance
- Planning studies, such as Bicycle or Pedestrian Plans

WHAT ARE THE BASIC ELIGIBILITY POLICIES?

The Lifeline Transportation Program funds may be used for innovative and flexible projects that address transportation barriers of low income residents of Alameda County. These may be either capital, operating or programs. Inter-county projects may also be funded, if two or more counties wish to jointly plan for and fund such a project. Transportation needs specific to elderly and disabled residents of low-income communities may also be considered. The program funds community based transportation projects that:

- Are developed through a collaborative and inclusive planning process that includes broad partnerships among a variety of stakeholders such as public agencies, transit operators, community-based organizations and other community stakeholders, and outreach to underrepresented stakeholders.
- Address transportation gaps and/or barriers identified through a Community-Based Transportation Plan (CBTP), countywide or regional Welfare-to-Work Transportation Plan, or are otherwise based on a documented assessment of needs within the designated communities of concern as identified in the 2005 Regional Transportation Plan Equity Analysis. A list of all communities identified through this analysis, and those subject to community-based planning is included as Attachment A in the Program Guidelines. Findings emerging from one or more CBTPs may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable.
- Improve a range of transportation choices by adding a variety of services including but not limited to: new or enhanced fixed route transit services, restored fixed route transit services, shuttles, children's programs, taxi voucher programs, improved access to autos, or capital improvement projects. Transportation needs specific to elderly and disabled residents of low-income communities may also be considered when funding projects.

Additional eligibility criteria beyond the policy level are included in the Application Guidelines.

In addition, each of the three funding sources for the program has its own eligibility requirements, discussed in further detail in the program guidelines. The key requirements are summarized below.

1. *JARC*: The purpose of this grant program is to develop transportation services designed to transport welfare recipients and low income individuals to and from jobs and to develop transportation services for residents of urban centers and rural and suburban areas to suburban employment opportunities.
2. *STA*: STA funds may be used for public transportation purposes, and either for capital or operating expenses. STA funds can be used for new projects or to continue existing projects currently funded with STA funds.
3. *CMAQ*: Lifeline Program projects eligible for CMAQ funds must demonstrate that they will result in reduced air emissions and will be sustainable beyond the grant period.

HOW MUCH MONEY IS AVAILABLE AND WHAT IS THE MAXIMUM AND MINIMUM AWARD?

Approximately \$4.9 million is available from three fund sources in the three-year funding cycle: JARC, STA and CMAQ¹.

Minimum Awards: \$150,000

Maximum Awards: Approximately \$2.5 million (one-half of the total available Lifeline Transportation Funds)

IS A LOCAL MATCH REQUIRED?

A local match of a minimum of 20 percent of the total program cost is required except for automobile loan programs, which require a 50 percent minimum match. A higher local match is encouraged.

HOW ARE FUNDS DISTRIBUTED?

MTC may allocate STA funds directly to the project sponsor (e.g. city, county, transit agency, Consolidated Transportation Service Agency (CTSA)). Staff from the appropriate agency will coordinate with the project sponsor to create and sign a Funding Agreement for each funding source. Funding sources distribute funds on a

¹ The total program estimate is intended for planning purposes only. Actual allotment of funds may differ from the Alameda County total listed above, based on assignment of funding to eligible projects. JARC Funds for FY 2007 and FY 2008 are subject to a new coordinated planning requirement still under development by FTA.

reimbursement basis, after submittal of invoices. Other procedures related to fund distribution are listed below, by funding source.

Projects approved for JARC and CMAQ funds will require an amendment to the Transportation Improvement Plan (TIP) in October 2006. Project sponsors may begin incurring project costs after the execution of a funding agreement.

Multi-year projects are allowed as long as the total amount from this fund source does not exceed the threshold established at the local level, and the sponsor has clearly identified the funding match for each year of the project period.

- Indirect Costs (i.e. overhead) will not be reimbursed.
- Failing to meet the timely use of fund requirements, meet the project schedule without compelling reason, file required reports, or comply with applicable regulations could result in loss or withholding of funding.

IS A RESOLUTION REQUIRED?

A resolution does not need to be submitted with the application. If a project is recommended for funding to the ACCMA and/or ACTIA Boards, an authorizing resolution will be required. The resolution(s) must be submitted by June 1, 2006.

HOW WILL THE APPLICATIONS BE EVALUATED?

The following two-step project selection process will be used to evaluate proposals for the Lifeline Transportation Program.

1. The ACCMA and ACTIA staff will determine if a proposal meets the minimum eligibility criteria (e.g. eligible fiscal agent is identified, project meets fund source eligibility requirements.)
2. If a project is eligible, it will be forwarded to a review team, comprised of ACCMA and ACTIA staff and other representative stakeholders, (such as local jurisdictions, transit operators, community-based organizations, social service agencies and other community stakeholders) to further evaluate and rank competing projects for project funding, according to the rating criteria described below. Staff or other representatives from any entity applying for Lifeline Transportation Program funds may not participate in selecting projects.

Based on the evaluation criteria, and funding availability of the overall program, ACCMA and ACTIA staff will make funding recommendations to their respective policy boards for approval, and will then submit the list of recommended projects to MTC.

WHAT ARE THE PROJECT CRITERIA?

Projects will be evaluated based on the following criteria:

MTC Specific Criteria

1) *Project Need/Stated Goals and Objectives*

Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the objectives of the Lifeline Transportation Program. This includes:

- a. Project should directly address transportation gaps and/or barriers, and improve transportation choices for low income community: Project improves a range of transportation choices by adding a variety of services including but not limited to: new or enhanced fixed route transit services, restored fixed route transit services, shuttles, children's programs, taxi voucher programs, improved access to autos, or capital improvement projects. Transportation needs specific to elderly and disabled residents of low-income communities may also be considered when funding projects.
- b. Project must be identified through a Community-Based Transportation Plan (CBTP), countywide or regional Welfare-to-Work Transportation Plan, or is otherwise based on a documented assessment of needs: Project was developed through a collaborative and inclusive planning process that includes broad partnership among a variety of stakeholders such as public agencies, transit operators, community-based organizations and other community stakeholders, and outreach to underrepresented stakeholders. Findings emerging from one or more CBTPs may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable; and
- c. Project is within a designated community of concern, as defined by MTC's 2030 Equity Analysis report as communities with more than 30% of the population living at less than twice the federal poverty level.

2) *Implementation Plan*

Operations: For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, and describe implementation steps and timelines for carrying out the plan. Project application should indicate the number of persons expected to be served, and the number of trips (or other units of service) expected to be provided. The service operations plan should identify key personnel assigned to this project, and their qualifications. Project sponsors should demonstrate their institutional capability to carry out the service delivery aspect of the project as described.

Capital: For projects seeking funds for capital purposes, applicant must provide a solid rationale for use of Lifeline Transportation Program funds for this purpose, and demonstrate that no other sources of funds are

available to meet this need. Provide an implementation plan and timelines for completing the capital project.

3) *Project Budget/Sustainability*

Projects must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period.

4) *Coordination and Program Outreach*

Proposed projects will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. Project sponsors should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Project sponsors should also describe how they will promote public awareness of the project.

5) *Program and Cost-effectiveness*

The project will be scored based on the project sponsor's ability to demonstrate that the proposed project is the most appropriate match of service delivery to the need, and is a cost-effective approach. Project sponsors must also identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, and steps to be taken if original goals are not achieved.

Alameda County-Specific Criteria

6) *Demand*

Serves a high volume of "communities of concern" --existing or potential low income community members as defined by MTC as at least 30% of households living below twice the federal poverty level²,

7) *Outside Funding*

Project has secured funding from other sources to meet the minimum 20% matching fund requirement, or 50% match for automobile projects seeking JARC operating funds. The required match can include:

- a. local sources, such as Transportation Development Act, operator controlled State Transit Assistance, local sales tax revenue, etc.);
- b. other *non*-Department of Transportation (DOT) federal funds. Eligible sources of non-DOT federal funds include: Temporary Assistance to Needy Families (TANF), Community Services Block Grants (CSBG) and Social Services Block Grants (SSBG)

² As defined by MTC's 2030 Equity Analysis report. Contact Therese Knudsen at MTC by e-mailing tknudsen@mtc.ca.gov or calling 510.817.5767 for more information.

administered by the US Department of Health and Human Services, Community Development Block grants (CDBG) and HOPE VI grants administered by the US Department of Housing and Urban Development (HUD).

- c. grants funded from private foundations
- d. in-kind costs associated with oversight of the project.
- e. Other fund sources may be used to exceed the local match requirement.

Projects that exceed the minimum match requirement will score higher than those that meet the minimum match.

8. *Project Readiness*

Submitted projects will be ranked for their project readiness. Priority will be given to:

- a. Projects which are fully funded, if application is approved.
- b. Projects which have considered and, if needed, resolved any foreseeable implementation issues.
- c. Projects that are fully supported by the local community in which the project will be implemented, and have agency governing body approval.

These evaluation criteria alone do not determine which projects are funded. As outlined in the *Program Guidelines*, additional criteria will be applied to determine the final list of recommended projects. Additional criteria include:

Balance of Project Types: The program aims to balance a variety of project types, not solely construction or operations or programs projects.

JARC and STA: The ACCMA and ACTIA will evaluate whether or not each application meets the program criteria.

CMAQ: The CMA will evaluate all applications for their ability to reduce motor vehicle emissions.

WHAT IS THE SCHEDULE FOR THIS FUNDING CYCLE?

January 2006	Lifeline Transportation Fund workshop
March 1, 2006	Call for Projects
March 20, 2006	Workshop for Applicants, 2:30-4:30, Alameda County Congestion Management Agency, 1333 Broadway, Suite 220, Oakland, California
<i>April 28, 2006</i>	<i>Application Deadline</i>
May 24, 2006	Projects reviewed by staff and review team
June 1, 2006	Deadline to submit Resolution(s) to County and/or ACTIA
June 30, 2006	ACCMA & ACTIA submit recommended projects to MTC
July 2006	Draft Funding Agreements
October 2006	Final Program Approved by ACCMA & ACTIA Boards TIP amended for JARC and CMAQ projects

Funding Agreements Executed

WHAT ARE THE DEADLINES FOR EXPENDING FUNDS?

Each funding source has its own requirements for timely use of funds. All funds must be expended within three years of the funding allocation.

All Lifeline Discretionary-funded projects/programs (or project phases) must be initiated within a year of the executed funding agreement and funds must be expended within three years of this date.

WHAT ARE THE MONITORING REQUIREMENTS?

The project applicant is responsible to identify performance measures to track the effectiveness of the service in meeting the identified goals. At a minimum, performance measures for service-related projects would include: documentation of new “units” of service provided with the funding (e.g. number of trips, service hours, workshops held, car loans provided, etc.), cost per unit of service, and a quantitative summary of service delivery procedures employed for the project. For capital-related projects, project sponsor is responsible to establish milestones and report on the status of project delivery.

Applicant should describe a plan for ongoing monitoring and evaluation of the program, which shall include submittal of six-month monitoring reports to ACCMA for capital projects and ACTIA for operating and programs projects. The plan for monitoring and evaluation of the program shall include steps to be taken if original goals are not achieved. Project sponsors may also be required to submit program reporting requirements for JARC, STA or CMAQ fund sources, as defined in those program guidelines.

WHERE DO THESE FUNDS COME FROM?

JARC: JARC funds are from the U.S. Department of Transportation Federal Transit Administration through DOP Appropriations Act.

STA: STA funds are generated from the State Transportation Development Act (TDA). Funds are collected by the state and allocated by MTC.

CMAQ: Funds are available through the Federal Transportation Enhancement Act.

WILL FUNDING BE AVAILABLE IN THE FUTURE?

This first coordinated funding program will be evaluated and revisions to the program administration may be made. At this time, there is not a schedule for the next call for projects.

QUESTIONS?

Please consult the resources available on the websites listed on page 1. If you have any further questions about the coordinated funding program or a specific funding source, please contact one of the staff listed below:

<i>Capital Projects</i>	<i>Operations & Programs</i>
Diane Stark Senior Transportation Planner Alameda County Congestion Management Agency 1333 Broadway, Suite 220 Oakland, CA 94612	Tess Lengyel Programs & Public Affairs Manager Alameda County Transportation Improvement Authority 426 17 th Street, Suite 100 Oakland, CA 94612
(510) 836-2560 x13	(510) 267-6111
dstark@accma.ca.gov	tlengyel@acta2002.com